

PERSONNEL BOARD AGENDA
Monday, August 6, 2012 - 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Grecia Ferro-Ameneiro, Vice-Chairperson; Ann Infante, Member; Zoraya Pena, Member; and Beatriz Sosa, Member.

AGENDA

1. Request to approve the minutes of the June 2012 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and Regulations, received June and July 2012.
 1. Maria Montes de Oca Education & Community Services
 2. Ashley Gonzalez Education & Community Services
 3. Keyona Russo Laws Education & Community Services
 4. Carlos Coronel Fire Department
 5. Jose Gafas Fire Department
 6. Juana Rodriguez Grants & Human Services
 7. Luis Rodriguez Parks & Recreation Department
 8. James Frederick Streets Department
 9. Victor Gil Water & Sewers Department
3. Report of **Leave Without Pay** List for June and July 2012.
4. Report of Civil Service **Appointments** for June and July 2012.
5. Report of Civil Service **Resignations** for June and July 2012.
6. Report of **Maternal/Paternal Leave** for June and July 2012.
 1. Raul Gonzalez Fire Department
 2. Hermogenes Lacayo Fire Department
 3. Adrian Gonzalez Police Department
 4. Maibelys Hernandez Police Department
 5. Diego Torres Police Department
7. Report of **Leave of Absence** for June and July 2012. NONE
8. Request to certify the eligibility list for the position of **Assistant Director of Parks**.

9. Request to certify the eligibility list for the position of **Building Inspector**.
10. Request to certify the eligibility list for the position of **Concessions Manager**.
11. Request to certify the eligibility list for the position of **Office Coordinator (Ana Ramos)**.
12. Request to certify the eligibility list for the position of **Office Coordinator (Laura Ramsay)**.
13. Request to certify the eligibility list for the position of **Parks and Recreation Supervisor**.
14. Request to certify the eligibility list for the position of **Recreation Programs Supervisor**.
15. Request to certify the eligibility list for the position of **Recreation Supervisor**.
16. Request to certify the eligibility list for the position of **Utility Billing Specialist**.
17. Request to conduct a civil service examination for the position of **Accounting Clerk I** with the following criteria:
 - a. In-house
 - b. 100% Written
 - c. Must obtain a score of 70% to be placed on the eligibility list.
 - d. Merge names from current eligibility list.Copy of job description and current eligibility list are attached.
Range 43 - \$790 - \$1457 Bi-weekly
18. Request to conduct a civil service examination for the position of **Accounting Clerk II** with the following criteria:
 - a. In-house
 - b. 100% Written
 - c. Must obtain a score of 70% to be placed on the eligibility list.
 - d. Merge name from current eligibility list.Copy of job description and current eligibility list are attached.
Range 45 - \$903 - \$1714 Bi-weekly

19. Request to conduct a civil service examination for the position of **Building Specialist (previously Building Technician I)** with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.

Copy of job description and current eligibility list are attached.

Range 46 - \$941 - \$1819 Bi-weekly

20. Request to conduct a civil service examination for the position of **Clerk Typist I** with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.
- d. Merge name from current eligibility list.

Copy of job description and current eligibility list are attached.

Range 43 - \$790 - \$1457 Bi-weekly

21. Request to conduct a civil service examination for the position of **Librarian Aide** with the following criteria:

- a. In-house
- b. 100% Written
- c. Must obtain a score of 70% to be placed on the eligibility list.
- d. Merge name from current eligibility list.

Copy of **revised** job description and current eligibility list are attached.

Range 44 - \$826 - \$1555 Bi-weekly

22. Request to hear **Unfinished Business.**

23. Request to hear **New Business.**

NEXT PERSONNEL BOARD MEETING: "September 10, 2012"

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.